

SB Order No.14/2015

F.No.116-15/2013-SB (Pt-SBCO)
Government of India
Ministry of Communications & IT
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Date: 25.05.2016

ADDENDUM

To
All Heads of Circles/Regions
Addl. Director General, APS, New Delhi.

Subject:- Change of Role of SBCO in the backdrop of implementation of CBS-regarding

Sir / Madam,

The undersigned is directed to refer to this office letter of even number dated 19.10.2015 on the subject. **The competent authority has reviewed the Annexure attached to this SB Order No.14/2015 and decided to replace point 5.1 of the Annexure from the date of receipt of this order. Content of point 5.1 shall be as under:-**

5.1 Examination of scheme-wise consolidation received from HO and SOs, Checking of entries in LOTs viewed from Finacle MIS server and checking the daily/ progressive totals in the Cash Book.

5.1.1 SBCO PA

- The designated Postal Assistant SBCO will receive Scheme-wise sealed and stitched Voucher Bundles with Consolidation placed at the top from Sub Account PA. He will generate fresh consolidation of each scheme from Finacle production server (HFINRPT) and compare the print out received from SOs with the system generated consolidation. Both the consolidations should be tallied with SO Daily Account and SO Summary. Bundle of HO will be received from APM(SB) of HO Counter and amount shown in the consolidation should also be tallied with the fresh consolidation generated from Finacle production server (HFINRPT) and HO Summary. **If there is any discrepancy in both consolidations or with SO Daily Account/Summary and the same is not supported by copy of error book or special report, it should immediately report to Incharge SBCO.** All Voucher Bundles of each scheme will be handed over to Incharge SBCO.

5.1.2 SBCO Incharge

- SBCO Incharge will examine the voucher bundles and verify that the Scheme-wise Consolidation bears signatures and designation stamp of the Supervisor (APM)/Sub Postmaster and number of vouchers written on the consolidation are tallied with number of vouchers attached with the bundle. He will countersign each consolidation and mark to concerned SBCO PA as per workload and availability of staff. In case of any shortcoming, he will write objection and send copy of objection to the Postmaster. **Incharge SBCO will send immediate report on the difference in consolidation sent by SO or HO and consolidation generated from system by SBCO PA as well as SO Daily Account and SO/HO Summary to Postmaster, Divisional Head and Vigilance Branch of Regional/Circle Office.**

2. It is requested to circulate this order to all CBS Post Offices and SBCO staff for immediate necessary action.

This issues with the approval of competent authority.

Yours faithfully,


(Babu Lal Barolia)
Assistant Director (SB-I)

Copy to:-

- 1) 1. DDG (FS)/DDG (VIG)/JS&FA/DDG (PAF)/DDG (RB)/DDG (Estt.)/DDG(PG & Inspections)/ DDG (PCO)
- 2) Director (FS)/Director (CBS), Dak Bhawan.
- 3) Director of Audit (P&T), Delhi.
- 4) All Directors/Dy. Directors of Accounts, Postal
- 5) Director, RAKNPA, Ghaziabad.
- 6) All Directors, Postal Training Centres.
- 7) Director CEPT Mysore for uploading the SB order on India Post Web Site.
- 8) Dy. Director CEPT, DMCC/SDC O/o CPMG T.N.Circle.
- 9) AD /Inspection/PF/Vigilance
- 10)All Accounts Officers ICO(SB)
- 11)All recognized unions.
- 12)MOF(DEA), NS-II, North Block, New Delhi
- 13)Director, NSI, CGO Complex,'A'Wing, 4th Floor, Seminary Hills, Nagpur-440006
- 14)PS to Member (Banking & HRD)
- 15)PPS to Secretary Posts.